

*MDOT Construction I M.
1993-17*



OFFICE MEMORANDUM

RECEIVED

JUN 18 1993

RESIDENT FIELD OFFICE
MICH DEPT OF TRANSPORTATION

DATE June 14 1993

TO District Engineers
District Field Engineers
District Construction Engineers
Resident/Project Engineers

FROM Gerald D. Dobie
Engineer of Construction

RE Construction Instructional Memorandum 1993 17
Implementation of Transportation Enhancement Projects
Through Local Contracting

Your attention is directed to the Project Administration Process for the upcoming federally funded transportation enhancement projects

MDOT Resident/Project Engineers will be responsible for the following functions

Grade Inspection

There will be no need for our Resident/Project Engineers to attend the grade inspection meeting for the enhancement projects unless these projects are in our right of way

Advertising and Award Notification

You will receive a copy of the authorization to advertise and the authorization to award. Your copy of the authorization to award will contain the bid amount, the agreement amount, and a description of the scope of work.

Checklist of Construction Documentation

At the time of award, Engineering Services will also send the Local Agency a checklist and copies of minimum documents, forms, and reports that must be on file to substantiate that work was done in accordance to the plans, proposal, and standard specification.

Overruns

The maximum amount of federal funds available for the project is established in the agreement. If federal participation in the as-bid federal participating work does not exceed

that limit federal reimbursement may be made on as constructed quantities that exceed the original contract estimate. These overruns may be approved by MDOT provided the work was necessary to complete work intended on the plans and does not exceed the total bid for the contract by 10% or the agreement amount.

Extras and Contractor Claims

There will be no federal participation in extra work (work for which there was no bid unit price even though the work is necessary to complete the intent of the approved plans).

There will be no federal participation in other contractor claims of any kind. A special provision may be necessary to address resolution of claims at the local level.

Preconstruction Meeting

The Local Agency will be required to hold a preconstruction meeting and invite the Resident/Project Engineer.

The Resident/Project Engineers will attend all preconstruction meetings on projects within MDOT's Right of Way. Their attendance at other preconstruction meetings is optional. Each District may want to establish their own requirements. The Resident/Project Engineer is strongly encouraged to attend the preconstruction meeting especially when they are not familiar with the Local's project engineer.

The Resident/Project Engineers will be available to provide information when requested by the local agency on testing requirements for materials used in the project.

Interim Inspection

Interim inspection by MDOT's Resident/Project Engineer during the construction of the project is optional. The Resident/Project Engineer will be available as a technical resource.

Approval of Balancing Recommendations and Extensions of Time

The Resident/Project Engineer will review and approve all balancing recommendations and requests for extension of time. This should follow the District's current procedures on Local Agency projects.

Final Inspection and Acceptance of Project

Upon completion of the project, the Local Agency's Project Engineer will conduct and complete the required form for the final inspection and acceptance of the project. The Resident/Project Engineer will then certify that the construction work on the project substantially conforms to the plans and specification (sign in the District Engineers block).

It will be left up to individual Districts to determine if additional signatures are wanted before processing the documents

Final Review of the Project Documentation

The Resident/Project Engineer will be responsible for conducting their own final review of the project documentation in order to assure substantial conformance to the plans proposal specifications and other federal requirements It can be done in conjunction with the Local Agency's review and final inspection

Final Estimate

The Resident/Project Engineer will approve the final estimate on all projects (in the FHWA block)

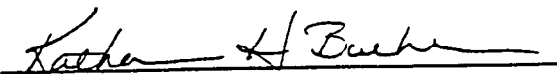
Charging Time

Resident/Project Engineers will not be charging any time to these enhancement projects Their time spent on these projects will be charged to overhead

General Information

We are enclosing a general checklist that Engineering Services will provide the Local Agency At the end of the construction season the Quality Mission Team lead by Kathy Buehler will evaluate the program to see how these procedures worked Based on the evaluation new procedures will be developed for the next construction season

If you have any questions feel free to contact me at (517) 373 2300 or Kathy at (517) 373 2305


for Engineer of Construction

attachment

GDD GCT srh

cc	Staff Engineers	M & T
	Staff Technicians	FHWA
	S Olszewski	MRBA
	S Wehrle	MAPA
	Engineering Services	MCPA
	Design Division	R Welke

Subject Index Enhancement Project Administration Process

MDOT ENHANCEMENT PROJECT DOCUMENTATION
(JULY 2002)

100A FINAL PAPERWORK
101 ADVERTISING AND AWARD
102 CONTRACT
104 WORK ORDERS
108 1122A (REMOVALS)
108 1122B (I D R S)
110 PAY ESTIMATES
111 PAYROLLS & TRAINEE REPORTS
112 CORRESPONDENCE
200 1197 (CONSTRUCTION ITEM RECORD)
*205 MISC ITEMS
*206 REMOVAL ITEMS
*207 EARTHWORK ITEMS
*208 BITUMINOUS ITEMS
*209 AGGREGATE ITEMS & TICKETS
*210 CONCRETE (TICKETS 1174 S QA/QC)
*211 DRAINAGE ITEMS
*212 RESTORATION ITEMS
*213 GUARDRAIL ITEMS
300 TESTING ORDERS
*301 DENSITY
*302 MISC TESTING (IAT S ETC)

* INCLUDE IN PROJECT FILES AS REQUIRED

**VISUALLY INSPECT (V I) ALL MATERIALS ACCEPTED IN THIS MANNER ON THE I D R

*** IAT S ARE REQUIRED FOR DENSITY (SOILS & BITUMINOUS) CONCRETE
AGGREGATES AND BITUMINOUS MIX SAMPLING

****WAGE COMPLIANCE ITEMS (WAGE RATE INTERVIEWS FORM PR 1591)

***** MDOT CONTRACTOR EVALUATIONS ARE NOT REQUIRED

EXTRAS & CLAIMS

THERE IS NO ENHANCEMENT PARTICIPATION IN EXTRA WORK OR CONTRACTOR CLAIMS

CHANGES

WORK ITEMS IN THE PROJECT MAY INCREASE BUT OTHER WORK ITEMS MUST DECREASE BY THAT CORRESPONDING DOLLAR AMOUNT SO THE CONTRACT DOES NOT EXCEED THE BUDGETED AMOUNT

OVERRUNS

IF THE AS BID ENHANCEMENT PARTICIPATING WORK DOES NOT EXCEED THE BUDGETED AGREEMENT AMOUNT REIMBURSEMENT MAY BE MADE ON AS CONSTRUCTED QUANTITIES THAT EXCEED THE ORIGINAL CONTRACT ESTIMATE THESE OVERRUNS MAY BE APPROVED BY MDOT PROVIDED THE WORK WAS NECESSARY TO COMPLETE THE PROJECT AS SCOPED AND THE OVERRUN DOES NOT EXCEED THE CONTRACT BID AMOUNT BY 10 %

ENHANCEMENT PROJECTS CHECKLIST FOR LOCAL AGENCIES

Certified payrolls covering the contractor work force are required on all federally funded projects

Wage Rate Compliance (Checklist Completed) Form WH 348*	<input type="checkbox"/>
Contractor's Annual EEO Report Form PR 1391	<input type="checkbox"/>
Poster on Project EEO Title VI VII Wage Rate	<input type="checkbox"/>
Wage Rate Interview Form 1156	<input type="checkbox"/>

Some form of inspections and record keeping should be maintained on the project
M•DOT forms can be used for reports or for reference

Inspector's Reports Form 1122 A,B C	<input type="checkbox"/>
Construction Item Record Form 1197	<input type="checkbox"/>
Work Order Form 1137	<input type="checkbox"/>
Removal Items (measured recorded)	<input type="checkbox"/>
Pay Items (measured recorded)	<input type="checkbox"/>
Weigh Tickets (material signed accumulated)	<input type="checkbox"/>
Concrete Tickets (certified type signed)	<input type="checkbox"/>
Bituminous Tickets (certified type signed)	<input type="checkbox"/>
Density Report Form 582	<input type="checkbox"/>
Independent Assurance Test Form 503	<input type="checkbox"/>

Materials and Testing

The local government agency will perform the required testing outlined in the Material Sample Guide or in Special Provisions It is important to use this guide because many material can be certified visually inspected or on a qualified products list

Concrete

Special Provision	<input type="checkbox"/>
Furnishing Portland Cement Concrete (QA)	<input type="checkbox"/>
Portland Cement Concrete Batch Plant Certification	<input type="checkbox"/>
Scale Inspection Form 521C	<input type="checkbox"/>
Concrete Mix Design	<input type="checkbox"/>
Automatic Control Checkout Form 1114	<input type="checkbox"/>
Delivery Tickets (signed date certified)	<input type="checkbox"/>
Cylinder Results	<input type="checkbox"/>
Air Content	<input type="checkbox"/>
Slump	<input type="checkbox"/>

* Required Form

Bituminous

Special Provisions

Quality Assurance Specification

Bituminous Mix Design Form 1391

Bituminous Plant Inspection Report Form 1921

Scale Check Form 521 B C

Automatic Control Checkout

Street Mix Temperature

Report of Test Bituminous Mixture

Delivery Tickets (signed dated accumulated)

Recovered Penetration Results

Certification Asphalt Cement

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Landscaping

Standard Specification 6 50

Site Preparation

Botanical Name

Watering and Cultivating

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Final Review

Final Review (checklist completed)

Certification by Project Engineer (registered)

Final Estimate Form 1371*

Acceptance Report Form 1103*

Construction Inspection Certification Report Form 1120*

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

* Required Form

PROJECT FILE CHECK LIST
TRANSPORTATION ENHANCEMENT ACTIVITY

ENH _____

Present	Date	Item
_____	_____	ENH Grant Application & Enviro Checklist
_____	_____	ENH Award Summary
_____	_____	Congradulation Letter
_____	_____	Program Application & Environmental Assessment
_____	_____	Publicly Employed Engineer Statement
_____	_____	Project Supervisor Statement
_____	_____	Project Engineers Statement
_____	_____	Local Contracting Certification
_____	_____	Grade Inspection Letter and Form
_____	_____	History Review
_____	_____	PR-1 & FOS & Agreement Request
_____	_____	Project Agreement _____
_____	_____	Engineers Estimate
_____	_____	Request to Advertise
_____	_____	Proposal Certification
_____	_____	ROW Cert - Attachment B
_____	_____	Notification to Proceed Advertising
_____	_____	Contractor selection Cert & Request to Award
_____	_____	Addenda to Proposal
_____	_____	Bid Tabulation
_____	_____	Justification - Less Than 3 Bidders
		Significantly Over Estimate
		Documentation of Rejected Bids
_____	_____	Notification to Proceed Award
_____	_____	Proposal
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

W \enh\procedure\file ck1

FINAL INSPECTION/ACCEPTANCE and CERTIFICATION REPORT

DISTRIBUTION INSTRUCTIONS:

FINAL INSPECTION/ ORIGINAL - Contract Services Division
ACCEPTANCE: Operations Division - Project Accounting
Division - Freight Services, Construction & Technology Division - Bridge Operations Engineer
COPIES - Region Field/Delivery Engineer, Resident/ Project Engineer, Financial
WHEN APPLICABLE: Design Division - Local Agency Programs Unit, Safety
Division - Freight Services, Construction & Technology Division - Bridge Operations Engineer

PROJECT After Region Engineer/Representative signs Certification form, send a copy of Certification to: F.H.W.A., Financial Operations
CERTIFICATION: Division - Project Accounting, Region Field/Delivery Engineer, Resident/ Project Engineer.
WHEN APPLICABLE: Design Division - Local Agency Programs Unit, Safety Division - Freight Services, Construction &
Technology Division - Bridge Operations Engineer

FINAL INSPECTION/ACCEPTANCE REPORT

CONTROL SECTION/JOB NUMBERS	FEDERAL PROJECT NO.	FEDERAL ITEM NO.	DATE
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CONTRACTOR NAME

TYPE OF ACTION	<input type="checkbox"/> Final Inspection/Acceptance	<input type="checkbox"/> Project Certification	START DATE	ACTUAL COMPLETION DATE
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INSPECTED BY

NAME:	DATE
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SIGNATURE:

TYPE OF WORK (As per proposal)

RECOMMENDATIONS/CONCLUSIONS/REMARKS

IS PROJECT WARRANTED? <input type="checkbox"/> Yes <input type="checkbox"/> No	WARRANTY DOCUMENT ARE ON FILE	WARRANTY TYPE	DURATION	EXPIRATION DATE
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ITEMS NOTED ABOVE HAVE BEEN RESOLVED. COMMENTS:	RESIDENT/PROJECT ENGINEER	DATE
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BRIDGE WORK: <input type="checkbox"/> Yes <input type="checkbox"/> No	BRIDGE INSPECTION:	DATE REQUESTED	DATE COMPLETED
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ACCEPTANCE RECOMMENDED BY

RESIDENT/PROJECT ENGINEER		
CITY/COUNTY AUTHORIZED SIGNATURE	TITLE	DATE

I hereby certify that the construction on this project substantially conforms to the plans and specifications.	TSC MANAGER (Signature)	DATE
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The project will be submitted for final certification if it is a *Non Exempt Federal Project on the NHS* and the items checked below have been completed.

- ☐ Final Estimate ☐ FHWA - 47 (Projects over \$1 million on NHS only) ☐ Traffic Control Devices
☐ Railroad Affidavit ☐ Material Exceptions (See Attached) ☐ Other (Specify) _____

PROJECT CERTIFICATION (Non Exempt Federal Projects on NHS Only)

I hereby certify that the construction work on this project and materials incorporated in this project are in conformity with approved plans and specifications, and that the independent assurance tests have been performed. The items checked on the Final Inspection/Acceptance Report have been completed.

REGION ENGINEER/REPRESENTATIVE (Signature)	DATE
NOTED BY F.H.W.A.	DATE

PROJECT RECORDS FOLDER LIST	
PROJECT FILE FOLDER NO.	
100	File Index Programming
101	Advertising and Award
102	Contract
103	Subcontract Agreements
104	Work Orders/Damage Claim Notice
105	Contract Modifications (Authorizations)
106	Progress Reports
107	Construction Status (Work Days Charged)
108	Contractor s Evaluation Inspection Reports NPDES & Inspector s Daily Report (IDRS)
109	Contract Accounting (Force Accounts)
110	Pay Estimates
111	Payrolls & Trainee Reports
112	Correspondence
113	Meetings & Safety Program
114	Utilities Permits Real Estate Data
115	Rainfall Record
200	Contract History
201	Construction Survey Notes Shop Drawing
202	Photographs & Videos
203	Grade Sheets Structure Stakeout
204	Traffic Items (Barricade Checks & Etc)
205	Miscellaneous Items (All Misc Item Documentation)
206	Removal Items
207	Earthwork Items
208	Bituminous Tickets QA/QC Reports
209	Aggregate Items & Tickets
210	Concrete (Tickets & 1174 s & QA/QC)
211	Drainage Items
212	Restoration Items
213	Guardrail Items
300	Testing Request Orders
301	Density Testing
302	Miscellaneous Testing (All Misc Items)
303	Bituminous Items
304	Drainage Items
305	Concrete Items
306	Aggregate and Granular Materials
307	Bridge Items (Steel & Etc)

PROJECT RECORDS LIST

PROJECT FILE FOLDER NO.	FORM NO.	FOLDER TITLE // (Document Title or Types)
CONTRACT ADMINISTRATIVE DOCUMENTS - 100 FILE SERIES		
100		FILE INDEX PROGRAMMING
		Federal Aid Programs Approval (Request and approval letters)
	PR 1	Federal Aid Program Data
	PR 2	Federal Aid Project Agreement and Detail Estimate
	PR 1240	F H W A Letter of Authorization
101		ADVERTISING AND AWARD
	203	Engineer s Estimate
	204	General Computation Sheet
		Tabulation of Bids
		Modification of Notice to Proceed Date
		Letters of Approval of Contract Bidders
102		CONTRACT
	1130	Progress Schedule
	1301	Contract
103		SUBCONTRACT AGREEMENTS
	1302	Subcontracts
		Subcontract Agreements
		Blue Sheet (DBE Participation)
104		WORK ORDERS
	1137	Work Orders
	1165	Notice of Non Compliance with Contract Requirements
105		CONTRACT MODIFICATIONS (AUTHORIZATIONS)
	1100 Series	Contract Modifications (Authorizations) Adjustments Changes Extras Extension of Time Revised Project Schedules
	1112D	Record of Contract Modifications (Authorizations)
NOTE The recommendation file copy (Form 1100) of a proposed contract project change <u>if approved</u> will be destroyed and replaced by the approved copy of the Contract Modifications (Authorization) Copy of project work orders (Form 1137) changing contract quantities or providing for extra payments Computation Force Account Statements etc will be stapled to their appropriate approved Contract Modifications (Authorization) (Form 1100)		
106		PROGRESS REPORTS
	1102A	Bi Weekly Construction Progress Report
107		CONSTRUCTION STATUS
	1116	Weekly Statement of Work Days Charged
108		CONTRACTOR S EVALUATION & INSPECTION REPORTS
	1120	Final Inspection/Acceptance and Certification Report
	1122B	Field Book (Inspector s Daily Report IDR)
		Field Measurements (Attached to Field Book (IDR)) Work Sheets
	1126	NPDES Inspection Reports

PROJECT FILE FOLDER NO.	FORM NO.	FOLDER TITLE // (Document Title or Types)
	1182	Contractor Evaluation
109		CONTRACT ACCOUNTING
	FHWA-47	Statement of Materials and Labor Used
	1101	Force Account (if not attached to authorization and documentation)
	1101A	Force Account Daily Field Record
110		PAY ESTIMATES
	1349	Construction Estimate
	1371B & 1371C	Construction Estimate
111		PAYROLLS & TRAINEE REPORTS
		Contractors Payrolls
	1104	Trainee Assignment Distribution
	1151	On the Job Training Report of Individual Trainee
	1156	Minimum Wage Rate Interview Sheet
	1199	Weekly Employment and O J T Report
	WH 348	Statement of Compliance
		Trainee Program Information
		Letter of Introduction
112		CORRESPONDENCE
		General Correspondence Published Articles & News Clips
113		MEETINGS & SAFETY PROGRAM
		Pre Construction Progress Post Construction
114		UTILITIES PERMITS REAL ESTATE DATA
		All Forms Pertaining to Utilities Permits and Real Estate
115		RAINFALL RECORDS
	1108A	Rainfall Record
CONSTRUCTION DOCUMENTS - 200 FILE SERIES		
200		CONTRACT HISTORY
		Backup Disks
	1147 & 1147C	Final Estimate Review Summanes
	1197 & 1197A	Construction Item Record (Each Project if necessary)
Note	Use the Remarks column on Form 1197 to note folder containing supporting documentation	
201		CONSTRUCTION SURVEY NOTES SHOP DRAWINGS
		Revision of Plans
202		PHOTOGRAPHS & VIDEOS
203		GRADE SHEETS STRUCTURE STAKEOUT
	201	Grade Sheets

PROJECT FILE FOLDER NO.	FORM NO.	FOLDER TITLE // (Document Title or Types)
NOTE	<p>Subtitled folders are to be assigned to item of work folders A subtitled folder may be set up for a single item of work or for a group of related items of work (see details on page 10)</p> <p>Subtitled and appropriately titled folders should be provided in sufficient quantity and groups to permit convenient and quick access to the supporting documentation for all items of work The quantity of subtitled folders will vary with the type of project and with the variety and number of items of work</p> <p>On a resurfacing project containing 3 or 4 items of work all the required documentation for support of the quantities could be filed in one subtitled folder</p> <p>Each subtitled folder should contain the support data for the work listed on the folder and may include any or all of the following documentation appropriate to the item</p>	
NOTE	Delivery and weight tickets may be filed in separate labeled boxes until work is completed	
<p align="center">Examples of Items of Work Groupings (Road & Structure) Make individual folders for each project</p>		
204		Traffic Items (Barricade Checks & etc)
205		Miscellaneous Items (All Misc Item Documentation)
206		Removal Items
207		Earthwork Items
208		Bituminous Tickets QA/QC Reports
209		Aggregate Items & Tickets
210		Concrete (Tickets & 1174 s & QA/QC)
211		Drainage Items
212		Restoration Items
213		Guardrail Items
NOTE	<p>Sub-titled folders are to be assigned to material folders A sub-titled folder may be set up for a single material or for a group of related materials (See details pages 10)</p> <p>Sub titled and appropriately titled folders should be provided in sufficient quantity and groupings to permit convenient and quick access to the material documentation for all materials The quantity of sub titled folders will vary with the type of project and with the variety and number of materials</p> <p>Each sub titled folder should contain the material data for the materials listed on the folder and may include any or all of the following documentation appropriate to the material</p>	
<p align="center">EXAMPLES OF TESTING INSPECTION FILES - 300 FILE SERIES</p>		
300	501	Testing Request Orders
301		Density Testing
302		Miscellaneous Testing (All Misc Items)
	1143	Testing Earth Grade with Compactor
	1922	Tested Stock Report
		Commercial Laboratory Test Reports (General)
		Material Certification
		Report of Test Laboratory
303		Bituminous Items
304		Drainage Items
305	551	Report of Field Test and Concrete Test Cylinders
	590	Cylinder Results

PROJECT FILE FOLDER NO.	FORM NO.	FOLDER TITLE // (Document Title or Types)
306	1900	Aggregate & Granular Materials
	1901	Mechanical Analysis Report
307		Bridge Items (Steel & Etc) Structural Steel Test Reports Steel Pile Certificates Treated Timber Piling Test Reports Commercial Laboratory Test Reports (Structure items)
Note	<p>Subtitled folders are to be assigned to tested material folders. A subtitled folder may be set up for a single tested material or for a group of related materials (see details on page 10)</p> <p>Subtitled and appropriated titled folders should be provided in sufficient quantity and groupings to permit convenient and quick access to the tested material documentation for all tested materials. The quantity of subtitled folders will vary with the type of project and with the variety and number of tested materials.</p> <p>Each subtitled folder should contain the tested material data for the tested materials listed on the folder and may include any or all of the following documentation appropriate to the tested material</p>	